

TELECOMMUNICATIONS SYSTEMS SPECIALIST*Class Definition*

Under general supervision, plans and coordinates the technical functions of the City of Fresno's telecommunications systems; and provides lead direction to a group of telephone installers.

Distinguishing Characteristics

Telecommunications Systems Specialist is an advanced working lead class assigned to the Electronics and Communications Division of the Department of Administrative Services. The incumbent provides lead direction to the telephone installers and participates in all phases of the City's telecommunications operations. These include, but are not limited to, technical systems design, telephone system procurement and management, communications equipment maintenance, and coordination of the communication needs for disaster planning with the City of Fresno's Emergency Operation Center. This class is distinguished from Telephone Installer in that incumbents of the latter perform skilled tasks and do not have lead responsibility. It is distinguished from Communications Systems Supervisor in that the latter is the first-line supervisory level.

Typical Tasks

(This list of samples of job duties and responsibilities is neither inclusive nor exclusive. Consequently, this information may not reflect Essential Functions for this class.)

Plans and coordinates the daily operation of the City's telecommunications systems.

Designs and implements telecommunications systems.

Reviews and processes requests for telephone service from City departments and determines user requirements.

Prepares estimates for adds, moves and changes to departmental telephone systems.

Prepares specifications for procurement of telecommunications equipment; evaluates bids and makes necessary recommendations.

Coordinates the installation and maintenance of telecommunications equipment with vendors and City departments.

Operates computer equipment to effect rearrangement of telephone systems; prepares regular and special reports concerning telephone system performance and usage.

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Develops and coordinates operating procedures for various systems and conducts user training for designated staff.

Maintains service records for work performed by telephone repairers and installers.

May negotiate maintenance agreements with outside agencies; maintains maintenance records of City telecommunications equipment for billing and management purposes.

Maintains cable plant records and other documentation of City telephone systems, leased lines, and other facilities.

Maintains inventory records of City-owned telephone equipment.

Prepares necessary memoranda, correspondence and reports for dissemination to both City and outside concerns.

Performs related duties as required.

Knowledge, Abilities, and Skills

Knowledge of pertinent Public Utilities Commission rules and regulations.

Knowledge of Federal Communications commission rules regarding radio and microwave licensing for government communications.

Knowledge of telephony and electronic theory and their application to municipal communication requirements.

Knowledge of electronic key systems and modern PABX and digital switching systems.

Knowledge of the practices, methods, materials and equipment used in telecommunications systems installation, maintenance, repair and testing.

Knowledge of the operation, design, specifications and installation of municipal telecommunication systems.

Ability to coordinate the daily operation of the City's telecommunications system.

Ability to analyze, expedite, and coordinate the installation and maintenance of telecommunications equipment with vendors and City departments.

Ability to determine system user relocation requirements and plan, budget, and supervise telephone relocations.

Ability to provide lead direction to subordinate employees.

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Ability to design and fabricate telecommunications equipment and provide drawings and schematics as required.

Ability to analyze the accuracy of telephone billings, including USOC features, monthly and one-time charges.

Ability to establish and maintain effective working relationships.

Ability to effectively communicate, orally and in writing.

Minimum Qualifications

Three years of experience in the administration and the design, installation, and/or modification of telecommunications systems, including specifications development and procurement.

Necessary Special Requirement

Possession of a valid California Driver's License may be required at time of appointment.

APPROVED: _____

Director of Administrative Services

DATE: _____

JKK:CMT:LCH:djs:05/24/94

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